

---

# job description

## furniture planning guru

### we need you.

Our clients are smart. They know their operations inside and out. They know the importance of outfitting a space with the right furniture, at the right time, and on budget. Best practices include planning for change and future growth. They are also smart enough to hire Team Kimiko for standards programs, project management, RFP development, space planning, furniture contract bidding and negotiation, and installation oversight. Our Furniture Planning Gurus know all the things about furniture projects from concept to completion.

**+Only candidates with commercial dealership furniture experience will be considered.**

### your responsibilities + technical skills application:

Establish or confirm project criteria, budget and design intent.

Accurately estimate and track project hours for self and team.

Perform programming, transfer intel to schematic plans and future space projections.

Research, specify, and present creative, on-budget product solutions for client approval.

Facilitate selection of systems furniture and ancillary lines required to fully furnish project.

Stay abreast of workplace research; apply proven methods and effective solutions to projects.

Follow updated construction phases for impact on furniture schedule.

Manage and represent the owner throughout installation including overseeing multiple vendors, punch lists and detailed communications

Perform and communicate on global, national, and regional level via electronic visual tools. Possibility for travel.

Handle multiple projects, schedules and priorities, including those of others.

Skillfully set up and run large, complex furniture projects.

### your responsibilities + professional skills and development:

Lead projects independently with oversight by senior designer.

Manage multiple projects, schedules and priorities.

Support senior design staff and project teams on commercial furniture projects.

Work in person and virtually with team, clients, and network of resources.

Develop awareness of workplace research, apply proven methods and creative solutions.

Communicate clearly and concisely, ask thoughtful questions, actively listen.

Respond well to feedback, and look for continuous ways to improve.

Model an attitude of excellence and a mindset of growth.

### our requirements:

Strong AutoCAD, space planning, project management and organizational skills.

In-depth understanding of systems and ancillary specification and pricing processes.

Proficiency in product specification with furniture-specific software.

Confident, friendly communication skills with team, clients, manufacturers, and trades.

Experience with commercial, healthcare and/or higher-ed manufacturers, product lines and price points.

**+think outside the cube.**